Maya W. Thames

Overall, my goal is to be a television and film producer. I am seeking to apply my leadership and communication skills alongside my creativity, and passion for storytelling into a role that allows growth and progression within an innovative work environment.

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Links: LinkedIn | Portfolio
Twitter: @MayasMedia
Instagram: @Mayasmedia_

EDUCATION

Scripps Howard School of Journalism and Communications
Hampton University, May 2020
B.A. Journalism, Marketing Minor
Dean's List 2016-2020

EXPERIENCE

Department Assistant   **November 2021-Present**
Netflix   Los Angeles, CA
- Administratively support Netflix Executives while networking and exploring functions of the company
- Past Coverages: **Greg Peters, COO & CPO**, **Learning & Organization Development** (3 execs), **Business & Legal Affairs, US Studios** (4 execs), **Content Legal, Animation Film** (6 execs), **Drama Original Series** (2 execs), **FinOps** (1 exec), **BALA, Original Film** (3 execs)

Senior Production Assistant   **August 2020-November 2021**
ABC Tamron Hall Show   New York City
- Coordinate show meetings, correspond with all departments on an as-needed basis (gfx, tape, production mgt, social, etc.) conduct and transcribe pre-interviews, manage show elements
- Pitch guests and show ideas, book guests, compile and fact check research packet, coordinate rights and clearances with legal department

Marketing and Communications Intern   **June 2020 - August 2020**
Management Leadership for Tomorrow   Bethesda, MD (Remote)
- Assist the "MarComm" team by completing upcoming projects and requests.
- Create social posts, create graphics, analyze and report social media data

Production Intern   **January 2020 - March 2020**
ABC 13 News Now   Norfolk, VA
- Develop, integrate, and apply broadcast writing and producing skills during the morning side shift.
- Gain knowledge and skills within the station's marketing department.

News Intern   **September 2019 - Dec. 2019**
WAVY-TV 10/WVBT FOX 43   Portsmouth, VA
- Enhance broadcast writing, editing, and producing a news story.
- Work in different news departments (sales, promotion, sports, lifestyle show, digital, production).

Human Resource Intern (E,D&I)   **June 2019-August 2019**
phRMA   Washington D.C.
- Gather and analyze research to determine the most effective diversity and inclusion strategies to apply to the company's approach.
- Research and outreach to companies, organizations, and programs.
- Present findings via Powerpoint, and maintaining data via Excel.

SKILLS

Adobe Suite (Photoshop, InDesign, Premiere Pro, After Effects, Illustrator, Acrobat); **Airtable**; **Asana; Avid Technology**; **ENPS** (Electronic News Production System); **Cisco**; **Canva**; **DocuSign**; **Google Workspace**; **Hootsuite**; **Hubspot**; **iNews**; **LexisNexis**; **Microsoft Office**; **Rev; Salesforce; Weebly.com; Wordpress**; **Wix.com; Zoom**

LEADERSHIPS, MEMBERSHIPS, AND AWARDS

- **Telly Award Winner,** *2021*
- **Higher Education Today, Segment Coordinator & Editor** *2019-2020*
- **Envision. Lead. Grow. Mentor** *2019-2020*
- **CTV-Channel 76 Intern of the Year Award** *2019*
- **Gloucester Institute, Emerging Leaders Program** *2019-2020*
- **WHOV Newscast Writer/Producer** *2016-2020*
- **University Class Officer, Community Service Coordinator** *2017-2020*
- **Procter & Gamble Sales Pitch Competition Winner** *2019*
- **Boys & Girls Club Volunteer** *2017-2019*
- **Freshman Rep. of Organizational Board** (PR & Marketing) *2016-2017*
- **French Honors Society** *2016*